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Secret
Office Memorandum • UNITED STATES GOVERNMENT

TO : For File

DATE: 3 March 1951

FROM : Assistant Chief, Administrative Services

SUBJECT: Vital Document Program

Reference: Attached Status Report of the Vital Documents Program

25X1 Prepared by [] (Mgt.)

25X1 1. [] called a meeting on March 2, 1951 with representatives of all major offices and staffs present to discuss the contents of the referenced report.

25X1 2. [] of Administrative Services attended as a representative of Administrative Services.

3. The chief questions raised in the referenced report but not discussed in detail and in which Administrative Services is primarily concerned are:

- a. Responsibility for function of operating VD Repository;
- b. Construction of new Vital Document Storage Repository;
- c. Reproduction and IBM equipment to be installed at permanent document repository and the operation of the equipment.

4. In accordance with directions of the Deputy Chief, Administrative Services, a meeting has been arranged with [] on [] to discuss and make final recommendations on the questions outlined above.

25X1 Per [] Still Adm Ser. Function per LTS 3/3/51
Construction responsibility of Resident Manager and coordination of plan with 1 & 5
Adm Ser. Responsibility []

25X1